



Job Opportunity Bulletin

Staff Services Analyst

Retired Annuitant

(Two Positions)

Tenure/Timebase:	Temporary/Intermittent
Work Hours:	Flexible
Office/Location:	California Commission on Teacher Credentialing Certification, Assignment and Waivers 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	\$2724 - \$4300/month
Final Filing Date:	March 1, 2007, or until filled
Contact:	Micki Hammad-Crowell (916) 323-5096

DUTIES:

Under the direction of the Certification, Assignment and Waiver's Policy and Training Program managers, the Retired Annuitant Staff Services Analyst is responsible for the following:

- Review, analyze, grant or reject applications for public school credential documents.
- Answer telephone calls on credential related questions from county offices of education, public school districts, colleges and universities and the public complex credentialing questions from county offices of education, public school districts, colleges and universities and the public.
- Respond to credential questions via e-mail and written correspondence.
- Other related duties consistent with the goals and objectives of the Certification, Assignment and Waivers Division of the California Commission on Teacher Credentialing.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment

WHO MAY APPLY:

Retired State employees who possess the desirable qualifications listed above and either: (a) retired at the above classification with permanent or probationary status; or (b) in another classification to which you could have permanently transferred, reinstated, or demoted to the above classification at the time of retirement. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attention: Micki Hammad-Crowell. All applications must clearly indicate the basis of their eligibility (*i.e.*, *SROA*, *surplus*, *reemployment*, *reinstatement*, *transfer*, or *list eligibility*) and include RPA No. 07-181 and 07-182. The applications will be screened and only the most qualified applicants will be invited for an interview.

<p><i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p>
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